



**VIRTUAL/TELECONFERENCE
REAL ESTATE APPRAISERS BOARD
Virtual, 4822 Madison Yards Way, Madison
Contact: Tom Ryan (608) 266-2112
March 15, 2024**

The following agenda describes the issues that the Board plans to consider at the meeting. At the time of the meeting, items may be removed from the agenda. Please consult the meeting minutes for a description of the actions of the Board.

AGENDA

9:00 A.M.

OPEN SESSION – CALL TO ORDER – ROLL CALL

- A. Adoption of Agenda (1-2)**
- B. Approval of Minutes of January 30, 2024 (3-6)**
- C. Reminders: Conflicts of Interest, Scheduling Concerns
- D. Introductions, Announcements, and Recognition**
- E. Public Comments**

CONVENE TO CLOSED SESSION to deliberate on cases following hearing (s. 19.85(1)(a), Stats.); to consider licensure or certification of individuals (s. 19.85(1)(b), Stats.); to consider closing disciplinary investigations with administrative warnings (ss. 19.85(1)(b), and 440.205, Stats.); to consider individual histories or disciplinary data (s. 19.85(1)(f), Stats.); and to confer with legal counsel (s. 19.85(1)(g), Stats.).

F. Deliberation on Division of Legal Services and Compliance (DLSC) Matters

- 1) **Proposed Stipulations and Final Decision and Orders**
 - a. 22 APP 002 – Christopher Bucholtz (7-14)
 - b. 22 APP 010 & 23 APP 027 – Carrie Nachreiner (15-26)
 - c. 22 APP 011 – Donald Linquist (27-35)
 - d. 22 APP 016 – Susan Tranberg (36-42)
 - e. 22 APP 017 – Blair Kjetland (43-49)
 - f. 22 APP 025 – Mark Sojkowski (50-56)
 - g. 22 APP 026 & 22 APP 028 – Jennifer Clary (57-63)
 - h. 22 APP 031 – Thomas Schmitt Jr. (64-72)
- 2) **Administrative Warnings**
 - a. 22 APP 030 – D.P. (73-74)

G. Deliberation of Items Added After Preparation of the Agenda

- 1) **Education and Examination Matters**

- 2) Credentialing Matters
- 3) DLSC Matters
- 4) Monitoring Matters
- 5) Professional Assistance Procedure (PAP) Matters
- 6) Petitions for Summary Suspensions
- 7) Petitions for Designation of Hearing Examiner
- 8) Proposed Stipulations, Final Decisions and Orders
- 9) Proposed Interim Orders
- 10) Administrative Warnings
- 11) Review of Administrative Warnings
- 12) Proposed Final Decisions and Orders
- 13) Matters Relating to Costs/Orders Fixing Costs
- 14) Case Closings
- 15) Board Liaison Training
- 16) Petitions for Assessments and Evaluations
- 17) Petitions to Vacate Orders
- 18) Remedial Education Cases
- 19) Motions
- 20) Petitions for Re-Hearing
- 21) Appearances from Requests Received or Renewed

H. Consulting with Legal Counsel

RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION

I. Vote on Items Considered or Deliberated Upon in Closed Session if Voting is Appropriate

J. Open Session Items Noticed Above Not Completed in the Initial Open Session

ADJOURNMENT

NEXT MEETING: MAY 7, 2024

MEETINGS AND HEARINGS ARE OPEN TO THE PUBLIC, AND MAY BE CANCELLED WITHOUT NOTICE.

Times listed for meeting items are approximate and depend on the length of discussion and voting. All meetings are held virtually unless otherwise indicated. In-person meetings are typically conducted at 4822 Madison Yards Way, Madison, Wisconsin, unless an alternative location is listed on the meeting notice. In order to confirm a meeting or to request a complete copy of the board's agenda, please visit the Department website at <https://dsps.wi.gov>. The board may also consider materials or items filed after the transmission of this notice. Times listed for the commencement of disciplinary hearings may be changed by the examiner for the convenience of the parties. Requests for interpreters for the hard of hearing, or other accommodations, are considered upon request by contacting the Affirmative Action Officer, or reach the Meeting Staff by calling 608-267-7213.

**VIRTUAL/TELECONFERENCE
REAL ESTATE APPRAISERS BOARD
MEETING MINUTES
JANUARY 30, 2024**

PRESENT: Jennifer Coates, Daniel Figurski, Ryan Klanderma, Christopher Krueger, Dennis Myers, Richard Rubow, David Wagner (*arrived at 10:02 a.m.*)

STAFF: Tom Ryan, Executive Director; Joseph Ricker, Legal Counsel; Jacob Pelegrin, Administrative Rule Coordinator; Tracy Drinkwater, Board Administrative Specialist; and other DSPS Staff

CALL TO ORDER

Daniel Figurski, Chairperson, called the meeting to order at 10:01 a.m. A quorum was confirmed with six (6) members present.

ADOPTION OF AGENDA

MOTION: Dennis Myers moved, seconded by Jennifer Coates, to adopt the agenda as published. Motion carried unanimously.

David Wagner arrived at 10:02 a.m.

APPROVAL OF MINUTES OF NOVEMBER 7, 2023

MOTION: Jennifer Coates moved, seconded by Richard Rubow, to approve the minutes of November 7, 2023, as published. Motion carried unanimously.

INTRODUCTIONS, ANNOUNCEMENTS, AND RECOGNITION

Recognition: Thomas J. Kneesel, Certified Residential Appraiser Member

MOTION: Daniel Figurski moved, seconded by David Wagner, to recognize and thank Board Member Thomas Kneesel for their years of dedicated service to the Board and State of Wisconsin. Motion carried unanimously.

ADMINISTRATIVE MATTERS

Election of Officers

Chairperson

NOMINATION: Daniel Figurski nominated himself for the Office of Chairperson.

Tom Ryan, Executive Director, called for nominations three (3) times.

Daniel Figurski was elected as Chairperson by unanimous voice vote.

Vice Chairperson

NOMINATION: Dennis Myers nominated Jennifer Coates for the Office of Vice Chairperson. Jennifer Coates accepted the nomination.

Tom Ryan, Executive Director, called for nominations three (3) times.

Jennifer Coates was elected as Vice Chairperson by unanimous voice vote.

Secretary

NOMINATION: Dennis Myers nominated himself for the Office of Secretary.

Tom Ryan, Executive Director, called for nominations three (3) times.

Dennis Myers was elected as Secretary by unanimous voice vote.

2024 ELECTION RESULTS	
Chairperson	Daniel Figurski
Vice Chairperson	Jennifer Coates
Secretary	Dennis Myers

Appointment of Liaisons and Alternates

LIAISON APPOINTMENTS	
Credentialing Liaison(s)	Daniel Figurski <i>Alternate:</i> Christopher Krueger
Education and Exams Liaison(s)	Daniel Figurski <i>Alternate:</i> Christopher Krueger
Monitoring Liaison(s)	Richard Rubow <i>Alternate:</i> Jennifer Coates
Professional Assistance Procedure Liaison(s)	Jennifer Coates <i>Alternates:</i> Ryan Klanderman
Legislative Liaison(s)	David Wagner <i>Alternate:</i> Dennis Myers
Travel Authorization Liaison(s)	David Wagner <i>Alternate:</i> Jennifer Coates
ASC and AQB Liaison(s)	Christopher Krueger <i>Alternate:</i> Daniel Figurski
REA Application Advisory Committee Chair	Ryan Klanderman <i>Alternate:</i> Daniel Figurski, David Wagner

Website Liaison(s)	Jennifer Coates <i>Alternate: Dennis Myers</i>
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Delegation of Authorities

Review and Approval of 2023 Delegations

MOTION: Daniel Figurski moved, seconded by Dennis Myers, to reaffirm all delegation motions from 2023 as reflected in the agenda materials. Motion carried unanimously.

Document Signature Delegations

MOTION: Jennifer Coates moved, seconded by Dennis Myers, in order to carry out duties of the Board, the Chairperson (or in absence of the Chairperson, the highest-ranking officer or longest serving board member in that succession) has the ability to delegate signature authority for purposes of facilitating the completion of assignments during or between meetings. The members of the Board hereby delegate to the Executive Director, Board Counsel or DPD Division Administrator, the authority to sign on behalf of a board member as necessary. Motion carried unanimously.

Monitoring Delegations

Delegation of Authorities for Monitoring

MOTION: Daniel Figurski moved, seconded by Richard Rubow, to adopt the “Roles and Authorities Delegated for Monitoring” document as presented in the January 30, 2024, agenda materials. Motion carried unanimously.

APPRAISAL SUBCOMMITTEE COMPLIANCE REVIEW

Overview and Consider Motion to invite ASC Reviewers into Closed Session at May 7, 2024 Meeting

MOTION: Daniel Figurski moved, seconded by Dennis Myers, to invite representatives of the Appraisal Subcommittee of the Federal Financial Institutions Examination Council (FFEIC) into closed session at the May 7, 2024 Real Estate Appraisers (REA) Board meeting. Motion carried unanimously.

CLOSED SESSION

MOTION: Dennis Myers moved, seconded by Jennifer Coates, to convene to Closed Session to deliberate on cases following hearing (s. 19.85(1)(a), Stats.); to consider licensure or certification of individuals (s. 19.85(1)(b), Stats.); to consider closing disciplinary investigations with administrative warnings (ss. 19.85(1)(b), and 440.205, Stats.); to consider individual histories or disciplinary data (s. 19.85(1)(f), Stats.); and to confer with legal counsel (s. 19.85(1)(g), Stats.). Daniel Figurski, Chairperson, read the language of the motion aloud for the record. The vote of each member was ascertained

by voice vote. Roll Call Vote: Jennifer Coates-yes; Daniel Figurski-yes; Ryan Klanderman-yes; Christopher Krueger-yes; Dennis Myers-yes; and Richard Rubow-yes; David Wagner-yes. Motion carried unanimously.

The Board convened into Closed Session at 11:35 a.m.

DIVISION OF LEGAL SERVICES AND COMPLIANCE (DLSC) MATTERS

Proposed Stipulations and Final Decision and Orders

MOTION: Dennis Myers moved, seconded by Daniel Figurski, to adopt the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings of the following cases:

1. 21 APP 054 – Daniel Wilhelm
2. 21 APP 066 – James Buchta
3. 21 APP 068 – Kenneth Martin
4. 22 APP 004 & 22 APP 005 – Timothy Freudenthal
5. 22 APP 008 – Karen Guenther
6. 22 APP 007 & 23 APP 010 – Lynn Nolan

Motion carried unanimously.

RECONVENE TO OPEN SESSION

MOTION: Dennis Myers moved, seconded by Daniel Figurski, to reconvene into Open Session. Motion carried unanimously.

The Board reconvened into Open Session at 11:40 a.m.

VOTE ON ITEMS CONSIDERED OR DELIBERATED UPON IN CLOSED SESSION, IF VOTING IS APPROPRIATE

MOTION: Daniel Figurski moved, seconded by Richard Rubow, to affirm all motions made and votes taken in Closed Session. Motion carried unanimously.

(Be advised that any recusals or abstentions reflected in the Closed Session motions stand for the purposes of the affirmation vote.)

ADJOURNMENT

MOTION: Daniel Figurski moved, seconded by Jennifer Coates, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 11:41 a.m.